



EXPANDED COMPREHENSIVE PLAN CHECKLIST
A Technical Assistance Tool From Growth Management Services

Name of city or county:																													
Staff contact, phone, and e-mail address:																													
<p>Instructions: This checklist is intended to help jurisdictions update their comprehensive plan, as required by RCW 36.70A.130(4). We encourage but do not require jurisdictions to complete the checklist and return it to Growth Management Services (GMS). This checklist is for local governments fully planning under the Growth Management Act (GMA), not for those planning for resource lands and critical areas only. For general information on update requirements, refer to Technical Bulletins 1.2 and 1.4.1. For Q&A and a map of the smaller, slower-growing cities and counties eligible for a three-year update deadline extension under RCW 36.70A.130(5)(b and c) see GMS's Timelines Q&A [2006].</p> <p>Bold items are a GMA requirement. Other items may be requirements of other state or federal laws, best practices, or ideas to consider. Highlighted items are links to Internet sites. Dates indicate date added to the GMA, or amended.</p> <p>Please submit complete text of proposed plans or amendments in electronic format to GMS for review 60 days prior to adoption [RCW 36.70A.106(1)]. If paper copy is mailed, please also submit copies to state agencies listed on our website. Submit adopted items with a copy of the signed adopting ordinance to GMS and any agency that provided comments within 10 days of adoption [RCW 36.70A.106(2)].</p> <p>All submittals should be sent to: reviewteam@commerce.wa.gov or Growth Management Services Attn: Review Team P.O. Box 42525 Olympia, WA 98504-2525</p> <p>If you have questions, call GMS at (360) 725-3000.</p> <p>Please send grant deliverables directly to the Technical and Financial Assistance Team at gmsgrants@commerce.wa.gov with a cover letter indicating you are submitting a grant deliverable.</p>	<p>Checklist Topics:</p> <table> <tr><td>Land Use</td><td align="right">2-8</td></tr> <tr><td>Housing</td><td align="right">8</td></tr> <tr><td>Capital Facilities</td><td align="right">10</td></tr> <tr><td>Utilities</td><td align="right">12</td></tr> <tr><td>Rural</td><td align="right">12</td></tr> <tr><td>Transportation</td><td align="right">13</td></tr> <tr><td>Economic Development</td><td align="right">15</td></tr> <tr><td>Park and Recreation</td><td align="right">16</td></tr> <tr><td>Shoreline</td><td align="right">16</td></tr> <tr><td>Essential Public Facilities</td><td align="right">17</td></tr> <tr><td>Optional Elements</td><td align="right">18</td></tr> <tr><td>Consistency</td><td align="right">18</td></tr> <tr><td>Public Participation</td><td align="right">18</td></tr> <tr><td>Amendments</td><td align="right">18</td></tr> </table>	Land Use	2-8	Housing	8	Capital Facilities	10	Utilities	12	Rural	12	Transportation	13	Economic Development	15	Park and Recreation	16	Shoreline	16	Essential Public Facilities	17	Optional Elements	18	Consistency	18	Public Participation	18	Amendments	18
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<p>Enclosures to submit to GMS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cover letter noting material type, contact information and important dates; <input type="checkbox"/> Complete copy of proposed plan or amendment in electronic format. If paper copy is mailed, please also submit copies to state agencies reviewing comprehensive plans. <input type="checkbox"/> Outline of the public participation process (completed and scheduled); <input type="checkbox"/> Outline of State Environmental Policy Act (SEPA) compliance process (enclosing all SEPA documents not previously submitted to GMS); <input type="checkbox"/> Outline of coordination with adjacent jurisdictions to ensure consistency; and <input type="checkbox"/> For adopted items, the signed ordinance that includes in the findings of fact, a description of the public participation process; and for updates, a statement that the plan and development regulations has been reviewed and updated per RCW 36.70A.130(4). 	<p>Important Dates:</p> <p>Date of planning commission public hearing:</p> <p>Date of Council or Commission public hearing:</p> <p>Anticipated date of Council or Commission adoption (must be at least 60-days from date Commerce receives notice):</p>																												

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<p>1. The Land Use Element should be consistent with countywide planning policies (CWPPs) and RCW 36.70A.070(1), and should consider WAC 365-195-305, 335, 400, 410, and 430.</p>		
<p>a. Does the element include goals and policies relating to land use, urban growth and population growth, stormwater and critical areas (unless in separate element), natural resource lands (if applicable), archeology and historic preservation (could be in other element), and lands for public purposes?</p>	<input type="checkbox"/> Goals and policies	
<p>b. Does the element include a future land use map (or maps)?</p> <p>Maps could fulfill the requirement to clearly show the general distribution of land, where appropriate, for agriculture, timber production, housing, commerce, industry, recreation, open spaces, general aviation airports, public utilities, public facilities, and other land uses. [RCW 36.70A.070(1)]</p> <p>Future land use maps should clearly show city limits and urban growth area (UGA) boundaries. [RCW 36.70A.110(6)]</p> <p>Does the element consider planning approaches that increase physical activity, such as neighborhood commercial nodes to allow walking and cycling to local services, transit- or pedestrian-oriented development, linear parks and trail networks, and siting schools and other public facilities within neighborhoods to allow easy walking? [RCW 36.70A.070(1), Amended in 2005]</p>	<input type="checkbox"/> Land use map <input type="checkbox"/> Planning for physical activity	
<p>c. Does the plan indicate the population for which it is planning and is this projection used consistently in the plan?</p> <p>Is the population growth projected in the comprehensive plan consistent with the Washington Office of Financial Management forecast for the county or the county's sub-county allocation of that forecast? [RCW 43.62.035] If not, what is the rationale for using another figure?</p> <p>For counties: What is the percentage of county-wide population growth allocated for urban growth areas? Is this allocation consistent with GMA goals of encouraging urban growth in urban areas, reducing sprawl, and ensuring public facilities and services are efficiently provided?</p>	<input type="checkbox"/> Population projection uses latest forecast	

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<p>d. As required by RCW 36.70A.070(1), does the Land Use Element include population densities, building intensities, and estimates of future population growth?</p> <p>GMS suggests including a table with the range of dwelling units per acre allowed in each land use designation and implementing zone as a projection of existing and projected development capacity. Review WAC 365-195-305(2)(a-k) for a recommendation of how to meet the requirement.</p> <p>If a buildable lands analysis has been completed, are measures needed to ensure appropriate densities will result? Have such measures been adopted? [RCW 36.70A.215] GMS's Buildable Lands Program Guidelines has a list of measures.</p>	<p><input type="checkbox"/> Estimated population capacity and appropriate densities</p> <p><input type="checkbox"/> Reasonable measures adopted if needed</p>	
<p>e. Does the comprehensive plan include policies encouraging the use of innovative land use management techniques, including, but not limited to, density bonuses, cluster housing, planned unit developments, and the transfer of development rights? [RCW 36.70A.090]</p>	<p><input type="checkbox"/> Innovative techniques</p>	

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<p>f. As required by RCW 36.70A.130(3), have urban densities and urban growth areas (UGAs) been reviewed every ten years?</p> <p>This may be done as part of a 7-year update under RCW 36.70A.130(4). Review WAC 365-195-335 and WAC 365-195-630(3) for suggestions on how to decide if the UGA is appropriately sized for the planned population. Supporting information should include: selected population growth forecast scenario [RCW 43.62.035]; population allocation and percentage of land devoted to urban, rural, and resource uses (counties) [RCW 36.70A.070(1)]; land capacity analysis for UGAs, and changes to UGAs with reasons for change. [RCW 36.70A.110 and RCW 36.70A.130(3)] By definition, urban growth areas are all unincorporated areas so designated by a county and all incorporated cities and towns. [RCW 36.70A.110 and WAC 365-195-335]</p> <p>Other issues to consider:</p> <p>Can the jurisdiction adequately provide urban services to an expanded UGA within the 20-year planning period? Look to the CWPPs as possible guidance to determine whether a UGA expansion is needed and how this process should be conducted.</p> <p>Is there a coordinated approach to planning for development in urban growth areas, especially among adjacent jurisdictions?</p> <p>Do urban growth areas (incorporated or not) provide for achieving urban densities, and providing urban services? Do policies and regulations encourage urban growth in urban areas and reduce sprawl?</p> <p>It is recommended that UGAs not be expanded into areas where urbanization may have a significant adverse impact on critical areas. If a county designates a fully contained community (FCC), part of the county's population allocation should be reserved for the FCC. [RCW 36.70A.350(2)]</p>	<p><input type="checkbox"/> UGA review (required every 10 years)</p>	
<p>f. Does the plan identify lands useful for public purposes such as utility corridors, transportation corridors, landfills, sewage treatment facilities, stormwater management facilities, recreation, schools, and other public uses? [RCW 36.70A.150 and WAC 365-195-430]</p> <p>Has a list of acquisitions been developed with a timeline and budget for acquiring lands useful for public purposes under RCW 36.70A.150? [The list need not be part of the comprehensive plan.]</p>	<p><input type="checkbox"/> Public use lands</p> <p><input type="checkbox"/> List of acquisitions</p>	
<p>g. Does the plan identify open space corridors within and between urban growth areas, including lands useful for recreation, wildlife habitat, trails, and connection of critical areas? [RCW 36.70A.160]</p>	<p><input type="checkbox"/> Open space corridors</p>	

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<p>h. If there is an airport within or adjacent to the jurisdiction, does the plan include policies, land use designations, and zoning to discourage the siting of incompatible uses adjacent to general aviation airports? [RCW 36.70.547, New in 1996]</p> <p>Has the plan and associated regulations been filed with the Aviation Division of the Washington State Department of Transportation (WSDOT)? [RCW 36.70.547, New in 1996]</p> <p>See WSDOT guidance at www.wsdot.wa.gov/aviation/Planning/default.</p> <p>Does the plan allow the siting and expansion of general aviation airports according to local provisions and state requirements for siting essential public facilities? [RCW 36.70A.200]</p>	<p><input type="checkbox"/> No incompatible uses near airports</p> <p><input type="checkbox"/> Plan filed with WSDOT</p>	
<p>i. Is there a U.S. Military Base within or adjacent to the jurisdiction employing 100 or more personnel, and operated by the U.S. Department of Defense? See Map of U.S. bases to help make this determination.</p> <p>If so, does the plan include policies, land use designations, and consistent zoning to discourage the siting of incompatible uses adjacent to military bases? [RCW 36.70A.530(3), New in 2004]</p> <p>Has the commander of the base been informed of amendments to comprehensive plan and development regulations on lands adjacent to the base? [RCW 36.70A.530(3), New in 2004]</p>	<p><input type="checkbox"/> No incompatible uses near bases</p> <p><input type="checkbox"/> Base commander notified</p>	

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<p>j. Does the Land Use Element review drainage, flooding, and stormwater run-off in the area and nearby jurisdictions and provide guidance for corrective actions to mitigate or cleanse those discharges that pollute waters of the state? [RCW 36.70A.70(1)] RCW 90.56.010(26) defines waters of the state.</p> <p>Jurisdictions subject to U.S. Environmental Protection Agency (EPA) National Pollution Discharge Elimination System (NPDES) Phase 1 and Phase 2, should comply with all permit requirements.</p> <p>All local governments are also encouraged to:</p> <ul style="list-style-type: none"> • Adopt the State Department of Ecology’s Stormwater Manual for Eastern or Western Washington or the equivalent. • Adopt policies and regulations that allow low impact development practices such as limiting effective impervious surfaces, clustering development, and preserving open spaces and forests. See Puget Sound Action Team (PSAT) low impact development (LID) guidance. • Incorporate relevant land-use recommendations from adopted local watershed plans. http://www.ecy.wa.gov/watershed/index.html. • Adopt a clearing and grading ordinance if not already existing (See GMS’s Technical Guidance Document for Clearing and Grading in Western Washington). 	<input type="checkbox"/> Stormwater planning	
<p>k. Does the comprehensive plan designate and protect critical areas using the best available science (BAS) to protect the functions and values of critical areas, and giving “special consideration” to conservation or protection measures necessary to preserve or enhance anadromous fisheries? [RCW 36.70A.172, WAC 365-190-080, and WAC 365-195-900 through 925, BAS added in 1995]</p> <p>Plan policies should address the five critical areas. [RCW 36.70A.030(5)] See Commerce’s Critical Areas Assistance Handbook (2003) and Small Communities Critical Areas Ordinance Implementation Guidebook (2007).</p> <p>Commerce recommends that jurisdictions follow the process in WAC 365-195-915 to document decisions.</p>	<input type="checkbox"/> BAS used to designate and protect critical areas	

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<p>l. Are there policies to designate and protect wetlands and their buffers?</p> <p>Are wetlands defined using RCW 36.70A.030(21)?</p> <p>Are wetlands delineated using the Ecology’s <i>Wetland Delineation Manual</i>? [RCW 36.70A.175]</p> <p>Are wetlands rated using the appropriate wetlands rating system?</p>	<p><input type="checkbox"/> Wetlands defined under GMA definition</p> <p><input type="checkbox"/> Wetlands delineated using Ecology’s manual</p> <p><input type="checkbox"/> Wetlands rating system</p>	
<p>m. Does the plan include provisions for protection of the quality and quantity of ground water used for public water supplies? [RCW 36.70A.070(1)] (Required if jurisdictions draw groundwater for potable water or need to manage threats to exempt wells.)</p> <p>For water quality, policies should regulate hazardous uses in critical aquifer recharge areas (CARAs) and protect wellhead areas.</p> <p>For water quantity, policies should limit impervious surfaces, encourage water conservation measures such as water metering and limiting consumptive uses during low precipitation periods and droughts, and consider Watershed Resource Inventory Assessment (WRIA) plans.</p> <p>See Ecology’s guidance on <i>Critical Aquifer Recharge Areas (CARAs)</i> and <i>Water Resource Inventory Assessment (WRIA)</i> plans.</p>	<p><input type="checkbox"/> CARAs protect water quality and quantity</p>	
<p>n. Are policies and land use designations for frequently flooded areas consistent with FEMA and Ecology guidance? Classifications of frequently flooded areas should include, at a minimum, the 100-year floodplain designations of the Federal Emergency Management Agency and the National Flood Insurance Program. [WAC 365-190-080(3)]</p> <p>Does the plan address the link between flooding and planned upland development, as well as important ecological functions of flooding, such as groundwater recharge, nutrient cycling in wetlands, and establishment of feeding and rearing habitat for fish?</p>	<p><input type="checkbox"/> Frequently flooded areas regulated using FEMA and Ecology guidance?</p>	
<p>o. Are geologically hazardous areas designated according to criteria in WAC 365-190-080(4)? Is the range of uses limited in geologically hazardous areas, especially excluding critical facilities such as emergency response, hospitals, hazardous materials storage, etc.?</p>	<p><input type="checkbox"/> Geohazard areas designated and managed</p>	

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<p>p. Are fish and wildlife habitat conservation areas and corridors designated for protection?</p> <p>See WAC 365-190-080(5) for more information on specific habitat conservation areas, and factors to consider for their designation and protection. Is there coordination with adjacent jurisdictions when habitat areas cross-jurisdictional boundaries or provide regional benefits? Is the retention of large blocks of habitat included as a policy or goal?</p> <p>See http://wdfw.wa.gov/hab/phslist.htm for lists of priority habitats and species. Maps and management recommendations are also available.</p> <p>See www.dnr.wa.gov/forestpractices/watertyping to use Washington State Department of Natural Resources (DNR)'s stream typing system.</p>	<input type="checkbox"/> Fish and wildlife habitat conservation areas designated and protected	
<p>If there are anadromous fisheries, or if the jurisdiction affected by an Endangered Species Act (ESA) 4(d) rule, have sufficient policies been incorporated into the plan?</p> <p>Have species listings affected land use assumptions, capital facilities planning, and permit processes? Will new capital facilities (e.g., new infrastructure, water, stormwater, and wastewater utilities) be needed to comply with ESA? Have they been included in the Capital Facilities Element of the plan?</p> <p>Will stormwater regulations or clearing and grading ordinances need to be adopted or updated to protect fish habitat? Should new policies be added to the plan?</p> <p>If monitoring programs have been adopted to ensure that habitat is being maintained, is there adequate funding for monitoring? See WAC 365-195-920.</p> <p>Are plan policies and implementing regulations consistent with locally-adopted salmon recovery plans www.governor.wa.gov/gspro/default.htm, watershed plans http://www.ecy.wa.gov/watershed/index.html, and other resource protection plans?</p> <p>See also Puget Sound Water Quality Management Plan (2000) for recommendations and watch for 2008 action area agendas from the Puget Sound Partnership. For species listing status, recovery plans and management recommendations, fish distribution and stock status, locations of priority habitats and species, visit: http://wdfw.wa.gov/</p>	<input type="checkbox"/> Anadromous fisheries <input type="checkbox"/> Consistency with other adopted plans.	
<p>q. If there is inadequate scientific information about critical areas, has the jurisdiction adopted an “adaptive management” policy and program for addressing this situation?</p> <p>WAC 365-195-920 and Critical Areas Assistance Handbook provide guidance on the recommended approach for addressing inadequate scientific information.</p>		

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r. Have non-regulatory measures to protect or enhance functions and values of critical areas been considered? These may include public education, stewardship programs, pursuing grant opportunities, water conservation, farm planning, joint planning with other jurisdictions and non-profit organizations, stream and wetland restoration activities, etc. See Critical Areas Assistance Handbook for more information.		
s. Are the criteria for designating natural resource lands consistent with CTED's Minimum Guidelines to classify agricultural, forest, mineral lands and critical areas? [RCW 36.70A.050 , WAC 365-190 , and WAC 365-195-400]	<input type="checkbox"/> Natural resource lands designation criteria consistent	
t. If forest or agricultural lands of long-term commercial significance are designated inside UGAs, is there a transfer and/or purchase of development rights (TDR, or PDR) program? [RCW 36.70A.060(4)]	<input type="checkbox"/> TDR or PDR program for forest or agricultural lands inside UGAs	
u. For agriculturally designated lands, are there policies limiting nonagricultural uses to lands with poor soils or otherwise not suitable for agricultural purposes, and policies limiting the allowable range of accessory uses to those allowed under RCW 36.70A.177(3)? [Amended in 2004 and 2006]	<input type="checkbox"/> Limit accessory uses on agricultural lands	
v. For critical area regulations which may affect agricultural activities on designated agricultural or rural lands, ordinances may not be amended until July 1, 2010. [RCW 36.70A.560 , New in 2007] Note: Other development regulations may be used if needed to address impacts from agricultural activities during this interim period.		
w. Are there policies encouraging the conservation of productive forest and agricultural lands and discouraging incompatible uses? [RCW 36.70A.020(8) , Amended in 1997] Are innovative techniques such as agricultural zoning, cluster zoning, large lot zoning, quarter/quarter zoning, and sliding scale zoning allowed in agricultural lands to conserve lands and encourage the agricultural economy included? [RCW 36.70A.177 , Amended in 1997 and 2004]	<input type="checkbox"/> Policies encouraging conservation and discouraging incompatible uses on resource lands.	
x. Have designated mineral resource lands been reviewed? RCW 36.70A.131 requires consideration of new information including data available from the Department of Natural Resources relating to mineral resource deposits when reviewing mineral resource land designations. Minerals include sand, gravel and valuable metallic substances. [RCW 36.70A.030(11)]	<input type="checkbox"/> Review mineral resource lands	
y. If the county is eligible and has designated a major industrial development or master planned location outside of the UGA, is the area consistent with the criteria in RCW 36.70A.365 and 367? [New in 1995, Amended in 2004, and 2007]	<input type="checkbox"/> Major industrial area	

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z. If the county has permitted a master planned resort, have the requirements of RCW 36.70A.360 and RCW 36.70A.362 been met?	<input type="checkbox"/> Master planned resort	
2. The Housing Element is intended to ensure the vitality and character of established residential neighborhoods. It should be consistent with relevant CWPPs, RCW 36.70A.070(2), and should consider WAC 365-195-310.		
a. Is there a statement of goals, policies, and objectives for the preservation, improvement, and development of housing? [RCW 36.70A.070(2)(b)] What strategy and mechanisms are there for achieving these targets? If enacting or expanding affordable housing programs under [RCW 36.70A.540], does the plan identify certain land use designations within a geographic area where increased residential development will assist in achieving local growth management and housing policies? [RCW 36.70A.540, New in 2006]	<input type="checkbox"/> Strategy for housing	
b. Does the element include an inventory and analysis of existing and projected housing needs that identifies the number of housing units necessary to provide for projected growth over the planning period? [RCW 36.70A.070(2)(a)] Review Commerce's <i>Assessing Your Housing Needs</i> for assistance.	<input type="checkbox"/> Housing needs analysis using latest population projection	
c. Does the element identify sufficient land for housing, including but not limited to, government-assisted housing, housing for low-income families, manufactured housing, multifamily housing, group homes, and foster care facilities? [RCW 36.70A.070(2)(c)] No city or county planning under the GMA may enact or maintain ordinances, development regulations, or administrative practices which treat a residential structure occupied by persons with handicaps differently than a similar residential structure occupied by a family or other unrelated individuals. [RCW 36.70A.410; RCW 70.128.140; Washington Laws Against Discrimination, RCW 49.60.222-225; and WAC 365-195-310(2)(k)]	<input type="checkbox"/> Special housing planned for and not subject to discrimination	

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<p>d. Does the plan make adequate provisions for existing and projected housing needs of all economic segments of the community? [RCW 36.70A.070(2)(d)]</p> <p>WAC 365-195-310 recommends an evaluation of the extent to which the existing and projected market can provide housing at various costs and for various income levels, and an estimation of the present and future populations that would require assistance to obtain housing they can afford. This section should also identify existing programs and policies to promote adequate affordable housing and evaluate their effectiveness.</p> <p>Are affordable housing programs enacted or expanded under RCW 36.70A.540 consistent with the RCW? Examples of such programs include but are not limited to: density bonuses within urban growth areas, height and bulk bonuses, fee waivers or exemptions, parking reductions, expedited permitting conditioned on provision of low-income housing units, or mixed use projects. [RCW 36.70A.540(1), New in 2006]</p> <p>Affordable housing is defined as when the total housing costs, including basic utilities, does not exceed 30 percent of the income limit (for renters, 50 percent or less of the county median family income, adjusted for family-size, and for owners, 80 percent or less of the county median family income, adjusted for family size for owners). [2006]</p>	<input type="checkbox"/> Affordable housing planned	
<p>e. Are there policies on manufactured housing so that it is not regulated differently than site built housing? [RCW 35.21.684, 35.63.160, 35A.21.312, and 36.01.225, Amended in 2004]</p> <p>A local government may require that manufactured homes (1) new, (2) are set on a permanent foundation, and (3) comply with local design standards applicable to other homes in the neighborhood; but may not discriminate against consumer choice in housing. [National Manufactured Housing Construction and Safety Standards Act of 1974]</p>	<input type="checkbox"/> No discrimination against manufactured housing	
<p>f. If the city has a population of over 20,000, or the county has a population of over 125,000, does the jurisdiction allow accessory dwelling units (ADUs) in single-family residential areas? [RCW 36.70A.400] [RCW 43.63A.215(3)]</p> <p>See <i>Accessory Dwelling Unit Ordinance Study and Recommendations</i> (1994) available from Commerce. For counties, ADU provisions in rural areas should review decisions from the appropriate hearings board.</p>	<input type="checkbox"/> ADUs allowed	

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g. Are family daycare providers allowed in all residential dwellings located in areas zoned for residential or commercial use and are any zoning conditions imposed no more restrictive than conditions imposed on other residential dwellings in the same zone? [RCW 36.70A.450, Amended in 2007] Family daycare provider means someone who regularly provides child daycare for 12 or fewer children in their home. [RCW 43.215.010(c)]	<input type="checkbox"/> Family daycares allowed	
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3. The Capital Facilities Plan (CFP) Element needs to be consistent with CWPPs, RCW 36.70A.070(3) , and WAC 365-195-315 and should serve as a check on the practicality of achieving other elements of the plan. This element should cover all the capital facilities planned, provided, and paid for by public entities including to local government and special districts, etc. This should include water systems, sanitary sewer systems, storm water facilities, schools, parks and recreational facilities, police and fire protection facilities. Capital expenditures from Park and Recreation elements, if separate, should be included in the capital facilities plan element.		
a. Does the element include goals and policies relating to capital facilities to guide decisions? [RCW 36.70A.120]	<input type="checkbox"/> Goals and policies	
b. Does the element include an inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities? [RCW 36.70A.070(3)(a)] The inventory could include water, sanitary sewer, stormwater, solid waste management, school, park, and recreation facilities, police and fire protection facilities. The element should include references to water or other system plans, include a brief summary of these plans, indicate location of the facilities, and show where systems currently have unused capacity. Public services and facilities are defined in RCW 36.70A.030(12 and 13) .	<input type="checkbox"/> Inventory of existing facilities	
c. Is a forecast of the future needs for existing capital facilities included in the element? [RCW 36.70A.070(3)(b)] The forecast of future need should be based on projected population and adopted levels of service (LOS), population densities, and distribution of growth over the planning period. This section should consider whether the jurisdiction has sufficient water rights, sewage treatment, or other needed public facilities to support the plan's projected 20-year growth. This may also consider system management or demand management strategies to meet forecast need.	<input type="checkbox"/> Adopted levels of service <input type="checkbox"/> Forecast of future needs	
d. Does the element indicate proposed locations and capacities of expanded or new capital facilities? [RCW 36.70A.070(3)(c)] WAC 365-195-315(2)(e) suggests that the phasing schedule in the Land Use Element should dictate when and where capital facilities will be needed over the 20-year life of the plan. Consider if the concurrency ordinance or other mechanisms have been effective in providing public facilities and services concurrent with development.	<input type="checkbox"/> Planning for future needs	

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<p>e. Is a six-year plan (at least) included that will finance planned capital facilities within projected funding capacities identifying sources of public money for such purposes? Is the CFP consistent with rest of the comprehensive plan? [RCW 36.70A.070(3)(d) and RCW 36.70A.120]</p> <p>This CFP should include all public expenditures for capital expenses including water, sewer, transportation, etc.</p> <p>WAC 365-195-315(2)(d) suggests that the plan be updated at least biennially so that financial planning remains sufficiently ahead of the present for concurrency to be evaluated. For a list of funding sources, see http://www.infracapital.wa.gov/ and www.awcnet.org.</p> <p>Are there plan provisions establishing policies, levels of service, and regulatory strategies for concurrency as applied to public facilities other than transportation? [WAC 365-195-510(2 and 3)]</p> <p>Can the plan provide adequate facilities in a timely manner? [WAC 365-195-315(2)]</p>	<p><input type="checkbox"/> Six-year funding plan consistent with comp plan</p>	
<p>f. Is there a policy to reassess the Land Use Element if probable funding falls short of meeting existing needs and to ensure that the Land Use Element, Capital Facilities Element, and financing plan within the Capital Facilities Element are coordinated and consistent? [RCW 36.70A.070(3)(e)]</p> <p>WAC 365-195-315(2)(f) suggests that the plan set forth how pending applications for development will be affected while such a reassessment is being undertaken.</p>	<p><input type="checkbox"/> Land Use reassessment policy included</p>	
<p>g. If impact fees are collected, are the public facilities for which money is to be spent on included in this element? [RCW 82.02.050(4)]</p>	<p><input type="checkbox"/> Impact fees used only for projects included in the CFP</p>	

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<p>4. The Utilities Element should relate to all services provided, planned for, paid for, and delivered by providers other than the jurisdiction. This should be consistent with relevant CWPPs and RCW 36.70A.070(4), and should consider WAC 365-195-320.</p>		
a. Does the element include goals and policies relating to service arrangements with other providers?	<input type="checkbox"/> Goals and policies	
<p>b. Does the element show the general location, proposed location, and capacity of all existing and proposed utilities, including, but not limited to, electrical lines, telecommunication lines, and natural gas lines? [RCW 36.70A.070(4)]</p> <p>WAC 365-195-320(2)(a) states that proposed utilities are understood to be those awaiting approval when the CFP is adopted. WAC 365-195-320(2) suggests:</p> <ul style="list-style-type: none"> Coordinating with non-municipal service providers to analyze the capacity needs of various utilities over the planning period. [WAC 365-195-320(2)(b)] Evaluating whether any utilities should be identified and classified as essential public facilities (EPF) subject to the separate siting process established for EPFs. [WAC 365-195-320(2)(d)] Consider policies calling for joint use of transportation rights-of-way and utility corridors, coordination between road construction and utility trenching activities, and coordination of utility planning among adjacent jurisdictions. [WAC 365-195-320(2)(g)and (h)] 	<input type="checkbox"/> General location of existing facilities	
<p>5. The Rural Element (counties only) should be consistent with RCW 36.70A.070(5), RCW 36.70A.011 RCW 36.70A.030(15 and 16), and should consider WAC 365-195-330. Rural lands are lands not included in urban growth areas, or designated as agricultural, forest, or mineral resource lands.</p>		
a. Are there goals and policies relating to rural land use and services?	<input type="checkbox"/> Goals and policies	

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<p>b. Does the element define rural character following the guidance of RCW 36.70A.030, (15), and (16)? RCW 36.70A.070(5) requires that the Rural Element allow rural development, forestry, and agriculture in rural areas and provide for a variety of rural densities, uses, essential public facilities and rural governmental services.</p> <p>Commerce suggests that jurisdictions consider Growth Management Hearings Board cases for guidance on appropriate rural densities and levels of governmental services and compile a written record explaining how the rural element harmonizes the planning goals and meets the requirements of the Growth Management Act. [RCW 36.70A.070(5)(a)]</p> <p>Does the element identify the portion of the county’s population growth which occurs in rural lands? [WAC 365-195-330(2)(b)] Is the population density low enough to limit demands on rural services and preserve rural character? Are urban services limited in rural areas? [RCW 36.70A.110(4)]</p> <p>The plan may include optional techniques such as limited areas of more intensive rural development (LAMIRDs), clustering, density transfer, design guidelines, and conservation easements to accommodate rural uses not characterized by urban growth as specified in RCW 36.70A.070(5)(d), [Amended in 2004].</p>	<div> <input type="checkbox"/> Appropriate uses, densities, and services </div> <div> <input type="checkbox"/> Written record developed </div> <div> <input type="checkbox"/> Urban services limited in rural areas </div>
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<p>6. The Transportation Element should be consistent with relevant CWPPs and RCW 36.70A.070(6), RCW 36.70A.108, and should consider WAC 365-195-325.</p>		
<p>a. Does the element include goals and policies for roadways; fixed route and demand response public transit; bicycle and pedestrian travel; water, rail, air, and industrial port and intermodal facilities; passenger and freight rail; and truck, rail, and barge freight mobility? [WAC 365-195-325(2)(a)]</p>	<input type="checkbox"/> Goals and policies	
<p>b. Is there an inventory of air, water, and ground transportation facilities and services, including transit alignments, state-owned transportation facilities, and general aviation airports to define existing capital facilities and travel levels as a basis for future planning? [RCW 36.70A.070(6)(a)(iii)(A)]</p> <p>WAC 365-195-325(2)(c) provides recommendations for meeting inventory requirements.</p>	<input type="checkbox"/> Transportation inventory	
<p>c. Does the element include the land use assumptions used in estimating travel? [RCW 36.70A.070(6)(a)(i)]</p>	<input type="checkbox"/> Land use assumptions	

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<p>d. Does the element include regionally coordinated level of service (LOS) standards for all arterials and transit routes to gauge the performance of the system, LOS for highways of statewide significance, and LOS for other state highways consistent with the regional transportation plan? [RCW 36.70A.070(6)(a)(iii)(B), New in 1997]</p> <p>LOS set by WSDOT for highways of statewide significance. LOS on highways that are not of statewide significance should be designated through the regional transportation planning organization. Local LOS should be defined, such as describing what levels A-F look like, or other ways of measuring LOS.</p>	<input type="checkbox"/> Levels of service for all facilities; local, regional, and state	
<p>e. Does the element identify specific actions and requirements for bringing into compliance locally owned transportation facilities and services that are below an established LOS standard? [RCW 36.70A.070(6)(a)(iii)(D), Amended in 2005, WAC 365-195-510, and WAC 365-195-835]</p> <p>Are concurrency policies consistent with RCW 36.70A.070(6)(b) [amended in 2005] and do they consider multimodal improvements in RCW 36.70A.108? [New in 2005]</p> <p>Strategies such as increased public transit, ride sharing programs, and other multimodal strategies may be used to ensure that development does not cause service to decline on a locally owned facility below adopted levels of service.</p> <p>If required by RCW 70.94.527, has a commute trip reduction plan to achieve reductions in the proportion of single-occupant vehicle commute trips been adopted and submitted to the regional transportation planning organization? Is it consistent with the comprehensive plan? [New in 2006]</p> <p>Does the element include policies and provisions consistent with regional efforts to reduce criteria pollutants from mobile sources? [WAC 173-420-080]</p>	<input type="checkbox"/> Concurrency	
<p>f. Does the element describe existing and planned transportation demand management (TDM) strategies, such as HOV lanes, parking policies, high occupancy vehicle subsidy programs, etc.? [RCW 36.70A.070(6)(a)(vi)]</p>	<input type="checkbox"/> TDM Strategies	
<p>g. Does the element include a pedestrian and bicycle component? [RCW 36.70A.070(6)(a)(vii), Amended in 2005] This should inventory existing pedestrian and bicycle facilities, and identify and plan improvements for facilities. Improvements could focus on safe routes to school, hazard areas, or pedestrian-generating areas, and should be funded in capital facility or transportation improvement plans.</p> <p>Guidance and example bicycle and pedestrian plans are available from Commerce and WSDOT.</p>	<input type="checkbox"/> Bicycle and pedestrian planning	

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h. Does the element include a forecast of traffic for at least 10 years, based on the Land Use Element, to provide information on the location, timing, and capacity needs of future growth? [RCW 36.70A.070(6)(a)(iii)(E)]	<input type="checkbox"/> 10-year Traffic forecast	
i. Does the element identify state and local system expansion needs to meet current and future demands? [RCW 36.70A.070(6)(a)(iii)(F)] Are the needs of state-owned facilities identified in the comprehensive plan consistent with the Washington Transportation Plan ? [RCW 47.06]	<input type="checkbox"/> Future needs	
j. Is the transportation funding program coordinated with the CFP, and does it address the deficiencies identified in the system? Does the element analyze the funding capability to judge needs against probable funding resources? [RCW 36.70A.070(6)(a)(iv)(A)] Is a multiyear financing plan included in the element based on the needs identified in the comprehensive plan, the appropriate parts of which serve as the basis for the six-year street, road, or transit program required by RCW 35.77.010 for cities, RCW 36.81.121 for counties, and RCW 35.58.2795 for public transportation systems? [RCW 36.70A.070(6)(a)(iv)(B)] If probable funding falls short of meeting identified needs, is there a discussion of how additional funding will be raised, or how land use assumptions will be reassessed to ensure that LOS standards will be met? [RCW 36.70A.070(6)(a)(iv)(C)]	<input type="checkbox"/> Funding analysis <input type="checkbox"/> Funding program <input type="checkbox"/> Funding shortfall strategy	
k. Does the element discuss intergovernmental coordination efforts, including an assessment of the impacts of the transportation plan and land use assumptions on the transportation systems of adjacent jurisdictions? [RCW 36.70A.070(6)(a)(v)]	<input type="checkbox"/> Intergovernmental coordination	
l. Does the element discuss how the transportation plan implements and is consistent with the land use element, and how it is consistent with the regional transportation plan? [WAC 365-195-325(2)(b)] Is the plan certified by the regional transportation planning organization? [RCW 47.80.23(3) and 47.80.026]	<input type="checkbox"/> Plan certified by RTPO	.

7. The Economic Development Element is not required because funding was not provided to assist in developing local elements. However, local goals, policies, objectives, and provisions for economic growth and vitality and a high quality of life should be established in the plan, and supporting strategies should be integrated with the land use, housing, utilities, and transportation elements. [RCW 36.70A.070(7), *New in 2002*] An Economic Development Element should include:

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a. A summary of the local economy such as population, employment, payroll, sectors, businesses, and sales. [RCW 36.70A.070(7)(a)], Consider gathering data and information for your community data profile pertaining to business, transportation, labor, real estate, utilities, incentives, regulatory, government, and quality of life. See Commerce's <i>Guidebook on Economic Development</i> (2005).		
b. A summary of the strengths and weaknesses of the local economy defined as the commercial and industrial sectors and supporting factors such as land use, transportation, utilities, education, work force, housing, and natural/cultural resources. [RCW 36.70A.070(7)(b)]		
c. Identification of policies, programs, and projects to foster economic growth and development and to address future needs. [RCW 36.70A.070(7)(c)]		

8. A Park and Recreation Element is not required because the state has not provided funding to assist in developing it. However, park, recreation, and open space planning are GMA goals, and it is important to plan for and fund these facilities. [RCW 36.70A.070(8), New in 2002] Commerce's Guidebook <i>Planning for Parks, Recreation, and Open Space in your Community</i> , can provide step-by-step assistance. A Parks and Recreation Element should include:		
a. Goals and policies to guide decisions regarding facilities.		
b. Estimates of park and recreation demand for at least a ten-year period based on adopted levels of service and population growth. [RCW 36.70A.070(8)(a)]		
c. An evaluation of facilities and service needs over the planning period. [RCW 36.70A.070(8)(b)]		
d. An evaluation of intergovernmental coordination opportunities to provide regional approaches for meeting park and recreational demand. [RCW 36.70A.070(8)(c)] This element should be consistent with the Capital Facilities Element as it relates to park and recreation facilities. [RCW 36.70A.070(3)(e)]		

9. The Shoreline Element of the comprehensive plan is the goals and policies of the Shoreline Master Program (SMP). [RCW 36.70A.480] The SMP goals and policies may also be included in an Environmental Element. The SMP goals and policies should be consistent with the rest of the comprehensive plan.

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<p>Are SMP goals and policies included in the comprehensive plan? [RCW 36.70A.480, New in 2003]</p> <p>Currently, critical areas along shorelines are to be designated and protected by the critical areas ordinance (CAO). When a jurisdiction updates its SMP consistent with Ecology's new guidelines (Chapter 173-26 WAC), and according to a schedule in RCW 90.58.080, protection for critical areas within shorelines is transferred from the critical areas ordinance to the SMP. Protection must be at least equal to that from the CAO under the GMA. Since the SMP is required after the GMA update, jurisdictions are advised to consider consistency between the comprehensive plan and shoreline master plans. See Questions and Answers on ESHB 1933 for assistance.</p>	<input type="checkbox"/> SMP goals and policies.	
<p>10. Provisions for siting essential public facilities (EPFs) should be consistent with CWPPs, RCW 36.70A.200, and should consider WAC 365-195-340, and 840. This section can be included in the Capital Facilities Element, Land Use Element, or in its own element. Sometimes the identification and siting process for EPFs is part of the CWPPs.</p>		
<p>a. Does the plan include a process or criteria for identifying and siting essential public facilities (EPFs)? EPFs include those facilities that are typically difficult to site, such as airports, state education facilities, state or regional transportation facilities, state and local correctional facilities, solid waste handling facilities, and in-patient facilities including substance abuse facilities, mental health facilities, group homes, and secure community transition facilities? [RCW 36.70A.200(1)]</p> <p>WAC 365-195-340 suggests a potential process.</p>	<input type="checkbox"/> EPF identification and siting process	
<p>b. Have state or regional transportation facilities and services of statewide significance and secure community transition facilities (defined in RCW 71.09.020(14)) been added to list of EPFs? [RCW 36.70A.200, Amended in 1997 and 2001]</p>	<input type="checkbox"/> Transportation facilities of statewide significance and secure community transition facilities added to list of essential public facilities	
<p>c. Are there policies that address the statutory requirement that no comprehensive plan may preclude the siting of essential public facilities? [RCW 36.70A.200(5)]</p>	<input type="checkbox"/> No preclusion policy	
<p>d. Did the jurisdiction consider the Office of Financial Management's list of essential state public facilities that are required or likely to be built within the next six years? [RCW 36.70A.200(4)] (Instructions to find the list are available from GMS)</p>	<input type="checkbox"/> List considered	

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11. Optional plan elements and sub-area plans may be included in the comprehensive plan.		
Are additional elements included in the plan, such as energy conservation, historic preservation, natural hazards, or community design? [RCW 36.70A.080 and WAC 365-195-345] These elements should be consistent with all other elements of the plan. Resources: <i>Historic Preservation: A Tool for Managing Growth</i> , Commerce, 1994, revised in 2005, <i>Optional Comprehensive Plan Element for Natural Hazard Reduction</i> , Commerce, 1999.		
Are any sub-area plans included in the plan, and are they consistent with the other plan elements? [RCW 36.70A.080(2)]		

12. Consistency is required by the GMA.		
a. Are all plan elements consistent with relevant county-wide planning policies (CWPPs) and the GMA. [RCW 36.70A.100 and 210 and WAC 365-195-300(2)(c) and 520] GMS suggests CWPPs be referenced in each element, or be appended to the plan to clearly show consistency. Some jurisdictions use a table to show consistency.	<input type="checkbox"/> CWPPs	
b. Does the plan describe how all elements fit together, such as consistency of plan elements and future land use map, and consistency of land use and capital facilities elements? [RCW 36.70A.070 (preamble)]	<input type="checkbox"/> Internal consistency	
c. Are there policies directing that capital budget decisions be made consistent with the comprehensive plan? [RCW 36.70A.120]	<input type="checkbox"/> Budget decisions consistent with plan	
d. Is the plan coordinated with the plans of adjacent jurisdictions? [RCW 36.70A.100, and WAC 365-195-530] Adjacent jurisdictions should be provided with proposed plan and SEPA documentation.	<input type="checkbox"/> External consistency	

13. Public participation, plan amendments and monitoring		
a. Does the plan ensure public participation in the comprehensive planning process? [RCW 36.70A.020(11), .035, and .140] WAC 365-195-600(2) suggests a list of possible public participation choices.	<input type="checkbox"/> Public participation	
b. Does the plan describe the process for making amendments? Is this process coordinated among the county and cities within a county? [RCW 36.70A.130(2)(a), WAC 365-195.630(2), and 865] Is the process publicized? May be a brochure, web page, or other form.	<input type="checkbox"/> Broadly publicized plan amendment process.	
c. Does the plan set out a procedure for adopting emergency amendments and does it define emergency? [RCW 36.70A.130(2)(b)]	<input type="checkbox"/> Process for emergency plan amendments	

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d. Are amendments to be considered no more often than once a year not including the exceptions described in RCW 36.70A.130(2)? [Amended in 2006]	<input type="checkbox"/> Plan amendments no more than once a year.	
e. Is there a process to assure that proposed regulatory or administrative actions do not result in an unconstitutional taking of private property? [RCW 36.70A.370] See <i>Attorney General's Advisory Memorandum: Avoiding Unconstitutional Takings of Private Property</i> for guidance.	<input type="checkbox"/> Process to avoid takings	
f. Is there a plan or program for monitoring how well comprehensive plan policies, development regulations, and other implementation techniques are achieving the comprehensive plan's goals and the goals of the GMA? [WAC 365-195-865(2)] g. Is there a plan or program for monitoring how well natural resource lands and critical areas ordinances and other implementation techniques are protecting critical areas?		